



Job Title:	Project Manager	Job Posting Number:	18-41
Position Type:	Full-time	Department/Group:	Engineering
Location:	Trenton-Morrisville Administration Building	Job Category:	Engineering
Point of Hire Salary Scale:	\$69,192 - \$76,111	FLSA Status	Exempt
Starting Salary:	To be determined	Reports to:	Chief Engineer
Date posted:	June 4, 2018	External & Internal Posting:	Yes
Posting Closing:	June 22, 2018	Internal Promotional Posting Only:	No
HOW TO APPLY: PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:		WHO MAY APPLY:	
<input type="checkbox"/> SUBMIT RESUME TO: HUMAN RESOURCES DEPARTMENT 110 WOOD & GROVE STREETS MORRISVILLE, PA 19067		An adult individual authorized to work in the United States.	
<input type="checkbox"/> OBTAIN APPLICATION FORM AT WWW.DRJTBC.ORG. COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING (EXTERNAL APPLICANTS)			
<input checked="" type="checkbox"/> COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)			
JOB DESCRIPTION			
SUMMARY: Coordinates activities of designated project(s) and activities as assigned by the Chief Engineer to ensure that goals or objectives of project(s) are accomplished within prescribed time frame and funding parameters by performing the following duties.		MINIMUM EXPERIENCE AND ABILITIES: Bachelor's degree (B.S.) in Engineering from a four-year accredited college or university, and two (2) years' related experience and/or training.	
RESPONSIBILITIES INCLUDE THE FOLLOWING, OTHER DUTIES MAY BE ASSIGNED			
<ul style="list-style-type: none"> - Reviews project proposal or plan as to time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. - Coordinates work plan and staffing for each phase of project. - Confers with project staff to outline work plan. 			

- Coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and recommends modifications to schedules or plans as required.
- Prepares project reports as directed.
- Confers with project personnel to provide technical advice and to resolve problems.
- Coordinates project activities with activities of other governmental agencies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) in Engineering from a four-year accredited college or university, and two (2) years' related experience and/or training.

Engineer-in-Training (E.I.T.) certificate is preferred.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Vocational Skills:

Working knowledge of PENNDOT and/or NJDOT design, analysis, and inspection standards, guidelines, processes, and specifications.

Working knowledge of the toll collection system, Intelligent Transportation System (ITS), Commission functions and supporting information systems, including databases and surveillance, data collection and electronic payment infrastructures.

Working knowledge of related technological developments and ability to integrate new and leading edge technology to manage and improve program effectiveness.

Working knowledge of where to go within an organization for needed information and ability to judge what information should be passed on to different levels of management.

Working knowledge of the Microsoft Office Suite, including, Word, Excel, Power Point, and Access.

Working knowledge of Outlook.

Working proficiency in general business software applications.

Reading Skills: Skill in reading documents written in standard English text (e.g. administrative manuals) as well as skill in reading technical documents, especially relating to toll systems, maintenance equipment, etc.

Writing Skills: Strong skill in writing grammatically correct routine business correspondence, analytical reports and technical reports, relating to toll and maintenance operations.

Communication Skills:

Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, and to explain policies and procedures, etc.

Ability to make oral group presentations to provide information or explain policies and procedures.

Ability to exhibit compelling and naturally persuasive communication skills of facts and ideas to influence the direction of positive outcomes in a collaborative manner.

Ability to communicate decisions in a manner that reflects a team-oriented culture.

Skill in discussing a variety of job-related topics on short or not notice.

Skill in handling rapid changes in conversation, involving difficult questions.

Ability to speak with persons of various social, cultural, economic and educational backgrounds.

Mathematical Skills:

Skill in the practical application of fractions, percentages, and proportions.

Skill in adding, subtracting, multiplying, and dividing whole numbers, fractions and decimals.

Skill in computing ratios, rates and percentages using general mathematical and engineering equations

Self-Management Skills:

Skill in performing a variety of duties, often changing from one task to another of a different nature.

Skill in performing under the stress of frequent interruptions and/or distractions.

Skill in setting priorities which accurately reflect the relative importance of job responsibilities and ability to complete work in a timely manner where there are:

- Changes in workload
- Changes in assignment
- Pressures of deadlines
- Competing requirements
- Heavy workload

Skill in working independently and following through on assignments with minimal direction.

Ability to accept equivocal circumstances and take action where answers to a problem are not readily apparent.

Must be self-motivated, results- oriented, and possess familiarity with related technological developments and understand how to leverage these to improve the performance of assigned business units.

Must display a strong executive presence and possess a strong business mindset with an aptitude to gather and analyze data.

Human Relations Skills:

Skill in establishing rapport and gaining trust of others.

Skill in listening perceptively and conveying awareness.

Skill in motivating others; stimulating people to effective action.

Skill in mediating between contending parties or groups in order to effectively manage and resolve conflicts in a positive and constructive manner.

Skill in negotiating, exchanging ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

Skill in fostering a stimulating, accepting learning environment.

Skill in working as part of a team and collaborating with colleagues.

Ability to establish and maintain cooperative working relationships with key stakeholders including, but not limited to, subordinates, co-workers, superiors, the public, community organization and other public agencies.

Skill in interacting with, and coaching others on interacting with, the public in a high volume, continuous public contact setting.

Ability to supervise others including: organizing objectives; delegating responsibility; training; evaluating subordinate effectiveness; and administering necessary discipline.

Strong leadership skills.

Strong interpersonal skills.

Reasoning Skills:

Skill in analyzing information, problems, situations, practices or procedures to define the problem or objective, identify relevant concerns or factors, identify patterns, tendencies and relationships, formulate logical and objective conclusions, and recognize alternatives and their implications.

Skill in perceiving and defining cause and effect relationships.

Ability to identify and solve problems using sound and logical approaches that apply innovative and informed solutions to make organizational improvements.

Forward thinker with the finesse to anticipate and meet organizational and customer needs, including adapting work methods in response to new information, changing conditions, or unexpected obstacles.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid New Jersey or Pennsylvania driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move and/or slide up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

ADDITIONAL NOTES

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization.